

**NOTICE OF  
INVITATION FOR BIDS (IFB)**

SEALED BIDS ARE INVITED FOR THE CONSTRUCTION OF MADISON COUNTY ADMINISTRATION CENTER RENOVATION PROJECT, 410-414 MADISON, VA, 22727.

THE PROJECT IS GENERALLY DESCRIBED AS: INTERIOR REMODELING AND RENOVATIONS OF THE TWO BUILDINGS LOCATED AT 414 NORTH MAIN STREET (THE CURRENT ADMINISTRATION BUILDING/BUILDING 414) AND 410 NORTH MAIN STREET (THE FORMER HEALTH DEPARTMENT BUILDING/BUILDING 410). THERE IS NO EXTERIOR SITE WORK OR HARDSCAPE INCLUDED IN THE BASE BID SOW

THE BID OFFICER IS COUNTY ADMINISTRATOR JACK HOBBS, [JHOBBS@MADISONCO.VIRGINIA.GOV](mailto:JHOBBS@MADISONCO.VIRGINIA.GOV).

SEALED BIDS WILL BE RECEIVED AT THE MADISON COUNTY ADMINISTRATOR'S OFFICE, 414 NORTH MAIN STREET, MADISON, VA 22727. **THE DEADLINE FOR SUBMITTING BIDS IS 2:00 P.M. LOCAL PREVAILING TIME ON NOVEMBER 20, 2020** THE BIDS WILL BE OPENED PUBLICLY AND READ ALOUD AT THE SAME LOCATION IMMEDIATELY AFTER THE BID DUE DEADLINE.

PROCEDURES FOR SUBMITTING A BID, CLAIMING AN ERROR, WITHDRAWAL OF BIDS AND OTHER PERTINENT INFORMATION ARE CONTAINED IN THE INSTRUCTIONS TO BIDDERS WHICH IS PART OF THE INVITATION FOR BIDS. CONTRACTOR REGISTRATION IS REQUIRED IN ACCORDANCE WITH §54.1-1103 OF THE CODE OF VIRGINIA; SEE THE INVITATION FOR BIDS FOR ADDITIONAL QUALIFICATION REQUIREMENTS. WITHDRAWAL DUE TO ERROR IN BID SHALL BE PERMITTED IN ACCORD WITH SECTION 9 OF THE INSTRUCTIONS TO BIDDERS AND §2.2-4330, CODE OF VIRGINIA.

A NON-MANDATORY PRE-BID CONFERENCE WILL BE HELD IN THE BOARD AUDITORIUM, 414 NORTH MAIN STREET, IN MADISON, VA ON NOVEMBER 4, 2020 AT 2:00 PM

**THE CONTRACT SHALL BE AWARDED ON A LUMP SUM BASIS AS FOLLOWS: THE TOTAL BASE BID AMOUNT INCLUDING ANY PROPERLY SUBMITTED AND RECEIVED BID MODIFICATIONS.** A BID BOND IS REQUIRED. A PERFORMANCE AND PAYMENT BOND WILL BE REQUIRED FROM THE SELECTED BIDDER. THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

CONTRACTOR REGISTRATION IS REQUIRED IN ACCORDANCE WITH SECTION 54.1-1103 OF THE CODE OF VIRGINIA. SEE THE INVITATION FOR BIDS FOR ADDITIONAL QUALIFICATION REQUIREMENTS.

THE FULL INVITATION FOR BIDS PACKAGE FOR THE PROJECT, INCLUDING THE DRAWINGS, THE DRAWING SPECIFICATIONS WITHIN THE DRAWINGS AND THE OTHER DOCUMENTS CONTAINING THE INFORMATION NECESSARY FOR BIDDING, MAY BE OBTAINED THRU THE WEBSITE OF THE OFFICE OF THE ARCHITECT, NORMAN SMITH ARCHITECTURE, 3637 SLATE MILLS RD, SPERRYVILLE, VA 22740, 202-462-5886 X 240 OR 540-547-4839 VIA FREE DOWNLOAD. USE THE FOLLOWING LINK: [HTTPS://NORMANSMITHARCH.COM/MADISON-COUNTY-PROJECT/](https://normansmitharch.com/madison-county-project/) OR GO TO [WWW.NORMANSMITHARCHITECTURE.COM](http://WWW.NORMANSMITHARCHITECTURE.COM), NAVIGATE TO THE DOWNLOADS CENTER IN THE UPPER RIGHT TAB, THEN TO THE MADISON COUNTY FOLDER. YOU WILL BE ASKED TO AGREE TO THE TERMS OF THE DOWNLOAD; CLICK YES AND ENTER THE FOLLOWING PASSWORD; **madisoncnty410414 (CASE SENSITIVE)**. THERE WILL BE THREE FILES TITLED **REBID DATED 10/26/20**; THE ARCHITECTURAL DRAWINGS, THE MEP DRAWINGS AND THE BID DOCUMENTS; PLEASE DOWNLOAD ALL THREE FILES. HARD COPIES WILL NOT BE MADE AVAILABLE EXCEPT BY SPECIAL REQUEST VIA EMAIL TO [RZUBYK@NORMANSMITHARCHITECTURE.COM](mailto:RZUBYK@NORMANSMITHARCHITECTURE.COM) AND WILL NOT BE AVAILABLE AT THE OFFICE'S PHYSICAL ADDRESS. IF REQUESTED, HARD COPIES OF THE DOCUMENTS WILL BE PRINTED AND SHIPPED TO THE BIDDER BY THE ARCHITECT FOR A NON-REFUNDABLE FEE OF \$410, PAID IN ADVANCE VIA BUSINESS CHECK, EFT OR MONEY ORDER. THE ARCHITECT'S WEBSITE WILL BE THE LOCATION WHERE ANY ADDENDA OR OTHER MODIFICATIONS TO THE BIDDING PROCESS ARE POSTED; IT IS THE BIDDER'S RESPONSIBILITY TO CHECK THE WEBSITE PERIODICALLY FOR ANY UPDATED INFORMATION.